

eMeeting Participant Tips

- Run **System Check** before entering a meeting by clicking the System Check link.
- Enter a meeting in advance to run the Audio Wizard. (See “Adjusting Audio.”)
- Participants must have a microphone to talk, use whiteboard tools or control shared applications.

Education and Training

Centra Education & Training offers online workshops for eMeeting users.

For more information, visit: <http://www.centra.com/education/>

Where to get more information

For more detailed information on working with eMeeting, refer to:

- The **Help** link inside the eMeeting room or inside the meeting.
- **User Guides** and **Quick Reference Cards** are available on the eMeeting CD or from a Customer Care Representative.
- **Technical Support** at <http://www.centra.com/supportinfo.asp>

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eMeeting

Participant Quick Reference Card

This eMeeting Quick Reference Card provides tool and tip information for Participants working with eMeeting.

Registering

1. From the Log In page, click **Create a new account**. The New User Registration page opens.
2. On the **New User Registration** page, enter your information in the required fields.
3. Click **Submit**. The eMeeting Room Log In page opens.
4. Select an **eMeeting Room** from the drop-down menu. (A drop-down menu is only available if your organization has more than one eMeeting room.)
5. Enter the room **Password**.
6. Click **Log In**.

Attending a Meeting

Attending with a Meeting ID

1. From the Log In page, click **Attend**. The Attend A Meeting page opens.
2. Type the **Meeting ID**, **Name** and **Email Address** in the fields provided.
3. Click **Attend**. The eMeeting client launches.

Attending a Meeting from an Email Invitation

1. Open the email invitation.
2. Click the **Attend Meeting** link in the invitation. The Attend A Meeting page opens.
3. The **Meeting ID**, **Name** and **Email Address** fields are automatically filled in. Verify the information is accurate and make any necessary corrections.
4. Click **Attend**. The eMeeting client launches.

Note: Registered eMeeting users can also attend a meeting by locating the meeting on their Reservation Calendar and clicking the **Attend** or **Lead** link.

Getting Started

Once logged in to a meeting, use the Centra Audio Wizard to configure speaker and microphone settings for best audio quality.



Adjusting Audio

1. On the eMeeting interface, select **Tools, Audio Wizard** to launch the Audio Wizard. Follow the Wizard instructions to adjust the audio settings.



Participating



Speaking


A microphone icon must appear next to your name before you can speak.

1. Click  to raise your hand and request a microphone from the Presenter. A microphone icon appears next to your name.
 2. Press and hold the Control key and speak into your microphone. A yellow box  appears behind the microphone to indicate you are speaking.
- Note:** Participants must also have a microphone before they can use Whiteboard tools, shared applications and Web Safari.

Interacting


Click  or  to respond Yes and No to questions.

Click  to indicate laughter and  to indicate applause.

Click  to step out of the meeting. Click again to return the meeting.

Using Text Chat

You can send or view Private text chat with the Presenter or Co-presenter.

1. Click . The text chat dialog appears.
2. Type a message in the **Message Box**.
3. Click **Send**.

Participating

Using Whiteboard Tools

The following Whiteboard Tools are available to Participants for marking up slides. You must have a microphone to use Whiteboard Tools.



1. Click on a tool icon to activate the tool.
2. Click and drag the mouse on the Whiteboard to use the drawing and markup tools.

User Interface

You can change the look of the Participant interface. The following options are available under the **View** menu:

Option	Result
Use Full Screen	Expands Media Window to full screen size. Useful when viewing a slide with a large amount of content or when using AppShare or Web Safari.
Application Host View	Sizes the Participant interface into a column and moves the panel to the right side of the screen. This view allows the Participant to access tools while sharing an application or during Web Safari.
Normal View	Returns the interface from Full Screen to AppHost view to the default view.
Return to Default Size	Returns interface to the default size if the interfaced was resized.

Co-presenter Role

Participants can be promoted to the role of Co-presenter in a meeting. If you are promoted to the Co-presenter role, your toolbar and menu options change to include:

- Creating Surveys
- Launch Web Safari, AppShare and Whiteboard
- Controlling Microphones
- Sending Public Chat